**Commencement Ceremony Information and Tools**



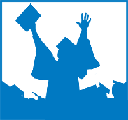
This graduation ceremony "graduation how to" guide offers information and tools to help in planning graduation ceremonies.

First, a list of high school graduation ideas for your commencement ceremony, and details of public high school graduation etiquette.

**Well before the high school graduation ceremony:**

* **Graduation ceremony invitation**: Include announcements and tickets, date, time, and location. Describe how to dress for graduation. High school graduation dress varies based on the season and region, and is semi-formal wear. Warn of anticipated hot or cold weather, and attendance limitations.
* **High school graduation songs and graduation ceremony music**: Prepare the band and choir for traditional songs for high school graduation. The classic high school graduation music is Pomp and Circumstance. The graduation ceremony song is the school song, the national anthem, and sometimes a specific high school graduation song.
* **Graduation ceremony program:** High school graduation programs announce the event order. Graduation ceremony programs vary between public or private schools. An example high school graduation program is [here](http://www.eastforsyth1979.org/gradprogram.html).
* **High school graduation decorations:** Display the school colors, school logo and symbol. Include a podium, speaker system, seating, and a area for the processional to walk.
* **Graduation cap and gown sets**: Ordering in March or earlier usually results in a better price than ordering during the busy graduation season that runs from April to June. You will need to have each student measured for height and approximate weight.
* **Diplomas**: Usually include a high school diploma cover, embossing, and a foil stamped symbol.

## List of Things to Do for Commencement



We finish up our ideas for high school graduation ceremonies with a list of things to do for the commencement of high school students. In other words, the actual graduation from high school. While this checklist is applicable to preparing a high school graduation list, most of these ideas are equally useful for organizing a college graduation ceremony, or even a kindergarten graduation ceremony.

1. **Music, Songs, and the National Anthem**. Generally, in addition to the school songs and "Pomp and Circumstance", the U.S. National Anthem is played. Men should remove their caps during the national anthem.

2. **Faculty Commencement Speeches**: Commencement ceremonies traditionally involve a large number of speeches. Principals, Vice Principals, Deans, and sometimes faculty address the assembly during the ceremony.

3. **The Student Graduation Speech**: Students are also represented in the list of speeches. Traditionally at least one honors speech is given, usually by the Valedictorian or summa cum laude student, and sometimes by a class President. Please proceed to our [cum laude](http://www.academicapparel.com/caps/cum-laude.html) page for further details.

4. **Keynote Graduation Speech**: Usually a prestigious outsider will be invited to offer a keynote speech to the graduating class. Such individuals may be noted people from business, politics, science, journalism, law, and other fields. They may be a alumnus of the school, but that is not required. Please see our [commencement speech](http://www.academicapparel.com/caps/commencement-speech.html) page for further details.

5. **Processional of Graduates**: Graduates are called to the stage for the conferring of a degree and receipt of diploma. Generally, the procession is done by rows, with either a cleared aisle for each side of the seating space.

6. **Conferring of Diplomas**: Students are handed their diploma (or a replacement diploma copy pending mailing of the real diploma), and generally it is appropriate to shake the hand of the individual handing out the diploma and offer a quiet thanks. To make sure the correct diplomas are handed out, various procedures may be used to keep track of students, such as the handing in of note cards as students approach the staging area.

7. **Conferring of Honorary Degrees**: While not required, schools sometimes confer an honorary degree on important individuals who have some attachment to the school, or who offer a keynote address.